NOTICE OF INTENT TO VACATE

Guidelines

HOW TO USE: All tenants whose names are on the rental lease, who have a deposit with the landlord, or who are paying rent, should sign the Intent to Vacate letter. If your lease contains a procedure or spells out termination requirements, you should follow those steps. Use this sample if your lease does not specify a procedure of notice to vacate.

MAIL ONE COPY TO YOUR LANDLORD AND KEEP A COPY FOR YOURSELF FOLLOWING THESE MINIMUMS:

MONTH-MONTH TENANCY: Give notice TEN days before the end of the current month (unless you and the landlord have agreed to any other notice period.)

QUARTERLY RENTAL: Give TEN days notice before the end of the current quarter (unless you and the landlord have agreed to any other notice period.)

SIX MONTHS RENTAL: Give ONE-MONTH notice before you leave (even if you are leaving at the expiration of your lease.)
NOTICE OF INTENT TO VACATE

Landlord’s Name________________________________________
Address_________________________________________________________________

I/WE__________________________________________________________, tenant(s)
at___________________________________________(address) _________(unit number)
intend to vacate my/our rental unit on ____________________________ (date). Please arrange
to inspect the unit at__________AM/PM on _____________________________ (date), or
advise me/us as to an alternate date and time upon which we can mutually agree. The keys will
be returned to you on the last day of occupancy stated above. My/our deposit(s) and other
correspondence should be directed to the following address:

Name_______________________________ Name___________________________________
Address____________________________________________ Address____________________
City, State___________________________ City, State_______________________________
Zip_______ Phone____________________ Zip_______ Phone______________________

Sincerely,
__________________________________  Date ______________________
__________________________________  Date ______________________